



## UNIVERSITY OF WISCONSIN - RIVER FALLS FEE PAYMENT AGREEMENT

Tuition is due by approximately the 10th day of the term. You will be invoiced prior to the start of the term if you are registered prior to the billing date. Monthly invoices are sent after the term begins. Refer to Billing and Due Calendars at [www.uwrf.edu/accounts-receive/](http://www.uwrf.edu/accounts-receive/), your billing statement, or your on-line eSIS account for actual billing and due dates. To avoid all finance charges, payment must be received by your first payment due date for the term. A 1% per month finance charge is applied monthly to unpaid balances.

Anticipated financial aid awards are considered unpaid and finance charges will apply. Scholarships from external organizations will be split between fall and spring term unless the scholarship organization provides documentation that the award applies to a specific term or at the students discretion.

### FEE PAYMENT AGREEMENT

All students are required to sign the UWRF fee payment agreement. Students can sign electronically using eSIS or manually by printing the manual fee payment agreement form from [www.uwrf.edu/accounts-receive/](http://www.uwrf.edu/accounts-receive/) and submitting the signed form to the Accounts Receivable Office in 215 North Hall. UWRF does not require payment at registration, therefore, an educational loan is extended to every student from the date of registration until payment in full is received.

The fee payment agreement must be signed prior to registering for each fall and spring term.

### \$100 REGISTRATION DEPOSIT

A \$100.00 deposit is required for undergraduate students prior to registration for Fall or Spring terms. The initial enrollment deposit must be made by cash, check, or electronic payment; using financial aid from the current term is not allowed. For subsequent terms, undergraduate students are required to use eSIS Self Service to move the deposit to the next registration term. Returning students who do not have the deposit on their account must pay the registration deposit by cash or check. Electronic payments cannot be accepted for subsequent deposit payments.

The \$100 deposit requirement does not apply to J-Term or Summer sessions.

Enrollment and registration deposits will not automatically apply to open charges. The initial \$100 payment will be held for future terms until the student indicates he/she is not returning, requests a refund, has no registration activity for the past four terms, or graduates. Refer to the registration deposit policy at [www.uwrf.edu/accounts-receive/](http://www.uwrf.edu/accounts-receive/) for more information.

In addition to the \$100.00 registration deposit, all prior term balances must be paid in full to be eligible to register.

### PARTIAL PAYMENT PLAN

The University offers a partial payment plan for undergraduate students for Fall and Spring terms which provides for two installment payments after the initial scheduled due date. Accounts not paid in full by the first due date of the term automatically convert to the partial payment plan if a signed fee payment agreement and the \$100 registration deposit is on file for that term. All charges on the student account are eligible for the partial payment plan.

#### Partial Payment Plan Terms

The \$100.00 registration deposit described above is also considered a down payment for the partial payment plan. Three payments are required during the term. A minimum of 40% is due by the first scheduled payment date for the term. An additional 30% (or 50% of the remaining balance) is due 30 days after the initial due date. The remaining balance is due 30 days after the second payment.

Payment Date		Amount/Percent Due of Total Charges	Cumulative Percentage Due
Prior to Registration		\$100.00	NA
Aprox. Day 10 of the term	Actual due dates will be on your invoice, your eSIS Student Center, and the AR website.	40%	40%
Aprox. Day 40 of the term		30%	30%
Aprox day 70 of the term		30%	100%

The full balance for the term must be paid prior to registering for the next term.

The partial payment plan is not available for J-term or Summer session. Tuition is due in full by the payment due date, which is approximately 10 days after the term begins or on the next monthly due date if you register after the term begins. Refer to the Billing and Due Calendar at [www.uwrf.edu/accounts-receive/](http://www.uwrf.edu/accounts-receive/), your billing statement, or your on-line eSIS account for actual due dates.

This partial payment plan is subject to the regulations set forth in the Federal Truth in Lending Act. For further information on the Federal Truth in Lending Act, please contact the Accounts Receivable office. NOTICE: "Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder."

NOTICE ON WITHDRAWAL FROM SCHOOL : The use of the partial payment plan does not imply that a student can withdraw from school and thereby be excused from the remaining payments for the term. This plan merely defers portions of the fees to be paid later in the term. If a student withdraws after the refund period ends, fees must be paid in full. Refer to the schedule below for refund periods.

### FINANCE CHARGE

A FINANCE CHARGE, assessed at an annual percentage rate of 12% (1% per month), will be added to each bill. It is calculated on the unpaid, previously invoiced, balance for each student. To avoid all finance charges, the account must be paid in full by the first due date of the term. All financial aid awards must be disbursed to the account to avoid finance charges on tuition and fees that will be paid with financial aid. It is the student's responsibility to complete all financial aid requirements and monitor the status of his/her anticipated aid.

Undergraduate students on the partial payment plan will be billed for the full amount of the outstanding bill each month. The student must pay the minimum percentage required for the second and third installment payment. A higher percentage may be paid to reduce future finance charges.

### IN CASE OF ERRORS OR INQUIRIES ABOUT YOUR BILL

Send your inquiry in writing on a separate sheet within 60 days after the bill was mailed to you. Your written inquiry must include:

1. Your name and I.D number
2. A description of the error and why (to the extent you can explain) you believe it is an error: and
3. The dollar amount of the suspected error.

You remain obligated to pay the parts of your bill not in dispute, but you do not have to pay any amount in dispute during the time the

University is resolving the dispute. During that same time, the University may not take any action to collect disputed amounts or report disputed amount as delinquent.

This is a summary of your rights, under the Federal Fair Credit Billing Act.

Inquiries regarding this account should be submitted to the below address by separate correspondence.

University of Wisconsin - River Falls  
Accounts Receivable Office  
410 S 3rd St  
River Falls WI 54022 - 5001

#### REFUND SCHEDULE FOR WITHDRAWALS AND DROPS

Classes must be dropped in eSIS before any reduction in academic fees can be calculated. It is the students' responsibility to follow UWRF Registrar Office procedures to have classes dropped in eSIS. Refer to <http://www.uwrf.edu/registrar/adddrop.htm> for information. The eSIS system drop date is used for determining if there is a reduction in fees. Students are responsible for monitoring in eSIS that their drop or withdrawal requests have been processed. UWRF does not automatically cancel courses for non-attendance or non-payment.

Please note that the schedule used for calculating tuition and fee adjustments is NOT the same schedule used for withdrawing without a "W" on transcripts. Refer to <http://www.uwrf.edu/registrar/adddrop.htm> for the academic add/drop policy and calendar.

Tuition and campus fees are fully refunded (less the \$50.00 non-refundable portion of the deposit) for withdrawals or drops initiated after completing registration but prior to the start of the term .

The following schedule is used to calculate tuition and campus fee charge reductions for classes dropped after the first day of the term. Students are responsible for knowing the financial impact of dropping or withdrawing from classes after the 100% refund period.

Reductions and refunds are based on total fees charged rather than amount paid.

#### REFUND SCHEDULE FOR WITHDRAWALS AND DROPS

Session Length	Week One	Week Two	Week Three	Week Four
12 weeks & up	100% less \$50.00*	100% less \$100.00	50%	50%
8 – 11 weeks	100% less \$50.00*	50%	25%	None
5 – 7 weeks	100% less \$50.00*	50%	None	None
3 - 4 weeks	100% less \$50.00*	25%	None	None
2 weeks	100% less \$50.00*	None	None	None
1 week	100% less \$50.00* within first <b>2 DAYS</b>	None	None	None

(No refunds after weeks shown.) \*Subject to change.

Reduction and refunds are based on total FEES CHARGED rather than amount paid.

#### NOTICE TO WITHDRAWING STUDENTS RECEIVING FEDERAL FINANCIAL AID *RETURN OF TITLE IV FUNDS (FEDERAL FINANCIAL AID)*

The federal "Return of Title IV Funds" formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula is applicable to any student receiving a PELL Grant, SEOG Grant, TIP Grant, LEAP Grant, Federal Stafford Loan, Perkins Loan, Plus Loan and any other federal aid other than Federal Work Study if that student withdraws on or before the 60% point in time in the semester.

If you received Title IV (federal financial assistance) and you are withdrawing before 60% of the term is completed, it may create a balance due on your academic fee account even though it was previously paid in full. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the total days in the semester. Scheduled breaks of more than four consecutive days are excluded from total days. Contact the Accounts Receivable Office if you have questions regarding your balance.

#### DELINQUENT ACCOUNTS

Accounts not on the partial payment plan and not paid by the initial due date are delinquent and will be billed and assessed finance charges each succeeding month until paid in full. Accounts utilizing the partial payment plan become delinquent if the minimum amount due is not paid by the payment plan due date. Failure to make payments as agreed to may result in a denial of installment credit for future terms.

The University may disclose defaulted installment payments along with other relevant information to collection agencies and/or credit bureaus. The debtor will be responsible to pay for all attorney's fees and collection costs associated with the collection of any amount not paid when due.

The student's social security number may be used for identification purposes for any and all necessary and usual billing and collection efforts including disclosure to:

- Federal, state, or local agencies.
- Private parties such as relatives, present and former employers, and business and personal associates.
- Guarantee agencies.
- Educational and financial institutions.
- Credit bureaus, collection agencies, and agency contractors.

Social security numbers are used in order to verify identity, determine program eligibility and benefits, permit servicing or collecting of the debt, enforce the conditions or terms of the debt, counsel in repayment efforts, investigate possible fraud, and to verify compliance with any relevant program regulation, and/or locate the student in the event the debt becomes delinquent.

#### By signing the University of River Falls Fee Payment Agreement, the student agrees to the following:

- I have read and agree to the above information.
- I understand that by signing this agreement the University is extending me credit for educational purposes.
- I agree to the schedule of obligations and refunds that apply in the event of my withdrawal from classes or from the University.
- I understand that failure to attend my classes does not constitute an official withdrawal and does not void this agreement or my financial obligations.
- I understand that the University may disclose my defaulted installment payments along with other relevant information to a collection agency or credit bureau.
- I agree to pay all attorney's fees and other collection costs and charges necessary for the collection of any amount not paid when due.

\_\_\_\_\_  
Signature

W

\_\_\_\_\_  
Date

Wisconsin residents both married and single are required to sign a statement that they have read and understood the Wisconsin Marital Property Act Agreement. Printed below is the Wisconsin Marital Property Act.

**WISCONSIN MARITAL PROPERTY ACT SUPPLEMENTAL CREDIT APPLICATION FORM**

The Wisconsin Marital Property Act became effective January 1, 1986. This law will affect persons receiving credit after that date. In order to comply with the provisions of the law, it is necessary for you to provide the information requested on this supplemental form.

**NOTICE TO MARRIED APPLICANTS:**

No provision of a marital property agreement, a unilateral statement under s. 766.59 Wisconsin Statutes or a court decree under s. 766.70 Wisconsin Statutes adversely affects the interest of the creditor unless the creditor, prior to the time credit is granted, is furnished a copy of the agreement, statement or decree or has actual knowledge of the provision when the obligation to the creditor is incurred. If you wish to have a marital property agreement, unilateral statement or court decree considered in connection with your credit application, you may enclose a copy of it with your Supplemental Credit Application Form when returned.

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**WISCONSIN MARITAL PROPERTY ACT SUPPLEMENTAL  
CREDIT APPLICATION**

• Marital Status:

( ) Married ( ) Single ( ) Legally Separated Date of Decree \_\_\_\_\_

2. If Married: Spouse's Name \_\_\_\_\_

Spouse's Address \_\_\_\_\_

I certify I have read the 'Notice to Married Applicants' as reproduced above and the above information is true and correct.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

The credit obligation for which I am applying will be incurred in the interest of my marriage or family.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form is executed in compliance with the Wisconsin Marital Property Act.